

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

----- MEETING SUMMARY -----

*Public Health Auditorium
1601 East Hazelton Avenue
Stockton, CA 95205*

Thursday, September 13, 2001 – 7:00 a.m.

<<< approved October 11, 2001 >>>

1. Commencement of meeting: Meeting was called to order by Chair Mitchell at 7:08 a.m.

Roll Call: Commissioners Adubofour, Dei Rossi, Gutierrez, Snider, Vice Chair Fujii were present. Commissioner Vera was excused, Commissioner Flenoy-Kelley was absent, Commissioner de Polo arrived at 7:12 a.m. A quorum was declared. Chair Mitchell commented on the tragic events of September 11, 2001 and stated his believe on how this makes our community goals that much more important. A moment of silence was observed.

Program Coordinator introduced Commission staff members, Sandy Parker - Accountant Auditor II and Clarisse Gibson - Office Assistant III

2. Approval of Meeting Summary August 9, 2001:
Motion: Approve August 9, 2001 Meeting Summary. (Fujii/Dei Rossi; motion carried 7-0)
3. Program Coordinator's Report (see written report):
 - CCFC San Diego Commissioners Retreat is still open to interested Commissioners.
 - The Saturday planning retreat on Sept. 29 is still on schedule.
 - Capital projects – Mike McGrew is researching this issue in other counties. A request for assistance from the state technical assistance center was submitted.
 - Kits for New Parents - Child Abuse Prevention Council will not be leading the distribution. There will be a focus on getting the Kits to the providers, specifically OB/GYN's. The disbursement plan will be brought to the Commission next month.
4. Approve Revised Budget to include cost of Harder & Co.:

PC noted this item had already been approved in contracts, and needed to be added to the Commission Budget.

*Motion: Approve Revised Budget to include cost of Harder & Co.
(Snider/Gutierrez; motion carried 7-0)*

5. Approve Program Coordinator's recommendations concerning approval of Mini Grants:

Ten of the eleven Mini-Grant applications were recommended to the Commission for recommendation to the Board of Supervisors for funding.

Motion: Approve Program Coordinator's recommendations for approval of Mini-Grants. (Snider/de Polo; motion carried 7-0)

6. Direct the Program Coordinator to submit a Request for Funds in the amount of 100,000 for the School Readiness Initiative:

Clarification was made that these funds are separate from the yearly allocation of School Readiness funds from the state Prop. 10 funds.

Motion: Direct the Program Coordinator to submit a Request for Funds from the State Commission for \$100,000 for the School Readiness Initiative. (Dei Rossi/Adubofour; motion carried 7-0)

7. Direct the Program Coordinator to attend community events related to community outreach:

PC advised the Commission that she had been using personal funds to attend functions directly related to the Commission objectives. Discussion commenced on how to regulate said activities to ensure propriety for position. The funds would come out of the operating budget. It was also acknowledged that showing our presence as representatives of the Commission is important to our program.

Motion: Direct the Program Coordinator to attend community events related to community outreach consistent with the mission of the Commission subject to prior approval of the Chairman of the Commission. (Gutierrez/Snider; motion carried 7-0)

8. Approval of Staffing Committee recommendation to hire additional Program Assistant II's:

Program Coordinator described the need for two additional Program Assistant II's staff and the cost to the budget. Commissioner Snider added that these additions would not exceed the 5% allotted for administrative costs in the budget.

Motion: Approve Staffing Committee recommendation to hire additional Program Assistant II's. (Gutierrez/Snider; motion carried 7-0)

9. Approval of Evaluation Committee recommendation on selection of data software program:

The committee recommended CS&O as the provider for the data system to be used for tracking data. Ron Kierstens, committee member, highlighted the comparison points of the systems researched and clarified what is included in the package and the long term reliability of the software company. PC stated this recommendation is to begin negotiations with CS&O, the details of the contract would be presented at a later date.

Motion: Approve Evaluation Committee recommendation on selection of data software. (Snider/de Polo; motion carried 7-0)

10. Approve process for School Readiness Initiative Request for Qualifications:

The discussion was whether to contract with Lois Lang as the consultant or to send out a Request for Qualifications (RFQ). The Program Coordinator clarified that this would be additional staff and the consultant's role would be to acquire data, guide the process and facilitate a plan to submit to the state. There was general discussion on the schools role and potential characteristics of prospective consultant. It has been recognized that there is a need for schools to be involved in the preparation of under 5 year olds for school.

Motion: To use the RFQ process for the School Readiness Initiative. (Gutierrez/Dei Rossi; roll call vote: Adubofour-Nay, de Polo-aye, Dei Rossi – aye, Gutierrez-aye, Snider-aye, Fujii-aye, Mitchell-aye; motion carried 6-1)

11. Act on State Commission's request for approval of Principles of Diversity:

State Commission requested the Commission review and endorse their guidelines. It was noted that the strategic plan for San Joaquin County's Commission incorporates most of what is in the state packet.

Motion: To endorse the State Commission's Principles of Diversity (Adubofour/Fujii; motion carried 7-0)

12. Strategic Planning workshop on analysis of current funding patterns; presentation and discussion of new secondary data on community needs; results of service mapping (Harder + Co and Lois Lang):

PC advised that the results of service mapping would be presented at the Wednesday, September 26 meeting instead of today.

Nadya Dabby of Harder + Co presented the Matrix of Community Needs and Commission-Funded Resources and Summary of Analysis of Current Funding Patterns. The reports are to be used to show where the Commission dollars have gone and to assist with the planning for the future.

13. In Service - Jane Cook, Library and Literacy program:

Jane Cook, Supervising Librarian of the Literacy Program, presented an overview of the goals and highlighted the progress of the "Training Wheels" program. The mobile library is giving books to children and literacy skills to their parents, while meeting the many cultural and language needs of our community.

The PC invited the Commissioners to attend the upcoming contractor meetings.

14. Public comments:

Joan Richards, Director of the Family Resource and Referral Center, commented on School Readiness and child development professionals being included in the School Readiness planning process. She requested permission to present the Pre-Kindergarten learning guidelines to the Commission. She also offered to share the center's childcare provider demographic maps with the Commission. Early Literacy information and activity packets were presented to the Commissioners.

15. Commissioner comments:

Commissioner de Polo announced the upcoming A+ Literacy Awards Dinner. Training Wheels will be honored as the Most Innovative New Program for Literacy in San Joaquin County. Dr. Adubofour will be honored for his early literacy and family literacy efforts.

16. Adjournment to Wednesday, **September 26, 2001, 5 p.m. Cal WORKs Employment Center**, 900 E. Oak St., 2nd floor, Room 203, Stockton, CA

Motion: To adjourn: (Dei Rossi/Gutierrez; motion carried 7-0)

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

Or in absence of a quorum, a Committee thereof

----- MEETING SUMMARY -----

Cal WORKs Employment Center

900 E. Oak St., 2nd floor, Room 203

Stockton, CA

Wednesday, September 26, 2001, 5:00 p.m

(approved October 11, 2001)

1. Meeting commenced at 5:20 p.m.

Roll Call: Attendees were Commissioner Gutierrez, Commissioner Fujii and Chair Mitchell. Chair Mitchell declared this meeting a Committee for Strategic Planning Process Workshop as there was no quorum. Commissioner Snider arrived at 5:39 pm at which time Chair Mitchell declared a quorum and Commissioner de Polo arrived at 6:20.

2. Workshop on Strategic Plan revision

Nadya Dabby with Harder & Co. distributed and reviewed the draft of the Secondary Data Indicator Report – Executive Summary. Discussion included the numbers of children and area concentrations that are living in poverty, ethnic/cultural data, asthma hospitalization rates for African/American 0-5 age population rising and the immunization efforts of the health department. The report will be used as a basis for the Strategic Planning Retreat Meeting on Saturday, September 29th.

Lois Lang presented the results of her Service Mapping Study with a written report and GIS maps were distributed to the Commissioners. The results show that there is a reluctance for agencies to provide information because of confidentiality issues. Therefore the information is incomplete. Discussion brought out the possibility of gathering census data by zip codes, this might ease the confidential nature of the data. The Program Coordinator clarified that other counties have started data mapping, but San Joaquin County appears to be leading in it's attempt at service mapping. The possibility of having service providers/agencies gather data using zip codes instead of addresses was discussed, and a consideration would be the cost of additional staff to collate this data.

Chair Mitchell recommended that the discussion items presented in her report be addressed as a future agenda item.

Public comments:

Joan Richards from Family Resource and Referral Center shared the maps they have compiled on licensed and exempt day care providers and agreed with Lois Lang that having addresses and other confidential information is essential for the mapping process, but the information that the maps show are very powerful tools when analyzing service data. The limitation for their data is that they only have the information on day care providers that are receiving subsidized funds through them.

Nathana Humphreys, from Head Start, commented that exempt childcare providers make recruiting new children for their program an issue.

Chair Mitchell invited the public to the Health Access Dedication ceremony and the Strategic Planning Workshop on Saturday, September 29th.

3. Meeting adjourned at 7:00 p.m. to **Saturday, September 29, 2001 at O'Conner Woods at 11:00 a.m.**

Motion: Adjourn meeting (Gutierrez/Snider; motion carried 7-0)

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----- MEETING SUMMARY -----

**O' Conner Woods, North Clubhouse
3400 Wagner Heights Road
Stockton, CA 95209**

Saturday, September 29, 2001 11:00am-4:00pm

<<<approved November 8, 2001>>>

1. Commencement of Meeting:

Meeting was called to order by Chair Mitchell at 11:10 am and it was noted that the meeting was a committee thereof. Commissioner's Dei Rossi, Flenoy-Kelley, Vera and Chair Mitchell were in attendance. Commissioner de Polo arrived at 11:25 am at which time Chair Mitchell declared a quorum. Commissioner Adubofour arrived at 11:45 am and Commissioner Gutierrez arrived at 2:40 pm. Commissioners Snider and Fujii were excused.

2. Workshop on Strategic Plan Revision:

Paul Harder from Harder + Co welcomed attendees and reviewed the goals and rules for the day.

General discussion on the topics included:

- A review of the strategic planning process and products to date.
- The summary of key findings identified potential target areas, populations and communities in the county. It was noted that target areas that came up frequently on high risk issues included zip codes 95205, 95206 and the African-American population.
- Maps of schools with low API scores would also be a factor when promoting Prop. 10 funds.

Priorities for focused initiative or strategies for FY 2002-2005 were for Child Care and Parent Education with goals of:

- Increase available child care slots for children by 25%
- Increased recruitment and development of providers
- Increased professional development of current providers
- Increase in retention of providers and

- Better access & satisfaction for parents and their children with an emphasis on adult literacy and parenting skills

3. Public Comments:

Tam Lee with VIVO expressed to the Commission the difficulties faced by the parents they serve when seeking childcare. There is a need for assistance to overcome language and transportation barriers.

Shanda Wallace would like to see the Commission market the Mini-Grants on a larger scale and believes that surveys would assist the Commission's efforts to serve the most in need.

4. Adjournment to **Thursday, October 11, 2001 at Public Health Auditorium (1601 E. Hazelton Ave) at 7:00 a.m.**